



**State of Louisiana**  
**DEPARTMENT OF STATE CIVIL SERVICE**

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139370

ACCOUNTANT 3

AS615 \$31,678 - \$66,685

Creation Date: 06/29/1987

Change Date: 10/06/2010

FUNCTION OF WORK:

To provide advanced level professional accounting services.

LEVEL OF WORK:

Advanced.

SUPERVISION RECEIVED:

Generally from higher-level fiscal or administrative supervisor. See allocation criteria memo.

SUPERVISION EXERCISED:

May supervise one lower-level professional or paraprofessional accounting position.

LOCATION OF WORK:

May be used by all state agencies.

JOB DISTINCTIONS:

Differs from Accountant 2 by primary responsibility for preparation of advanced-level financial reports such as complex appropriations; budget; capital outlay; or cost allocation reports, projections, and analyses.

Differs from Accountant 4 by the absence of serving as a technical specialist over assigned programs.

See allocation criteria memo for details.

### EXAMPLES OF WORK:

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Prepares required financial statements and fiscal reports which include the compilation and analysis of data for monthly, quarterly, and annual reports.

Communicates with public and private accountants; state, federal, and independent auditors; banks; brokerage firms; program or management personnel; and vendors for the purpose of providing information and technical assistance needed to resolve problems.

Maintains cash management records, including funds drawn and received, funds disbursed by sources, deposits of funds, issuance of refunds, and classifies revenue as to sources of funding and expenditures as to their nature.

Prepares, monitors, reconciles, audits, and forecasts revenues, expenditures, and budgets.

Reviews and approves purchases and contracts.

Participates in the development of new accounting techniques in the design and implementation of accounting subsystems, compilation of manuals for accounting and computer application and preparing managerial reports.

### QUALIFICATION REQUIREMENTS:

#### MINIMUM QUALIFICATIONS:

A baccalaureate degree with twenty-four semester hours in accounting plus two years of professional level experience in accounting or financial auditing.

#### SUBSTITUTIONS:

A certified public accountant (CPA) certificate will substitute for the baccalaureate degree with twenty-four semester hours in accounting plus one year of experience.

A master's degree with a major in accounting, business administration, finance, management, economics, quantitative methods, or public administration will substitute for one year of the required experience.

Three years of experience as an Accounting Technician or Accounting Specialist Supervisor in state service will substitute for a maximum of one year of the required experience.

#### SUBSTITUTIONS FOR DEGREE ONLY:

Eight years of full-time work experience in any field may be substituted for the required baccalaureate degree only (not the twenty-four hours in accounting).

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree only (not the twenty-four hours in accounting), as follows:

A maximum of 90 semester hours may be combined with experience to substitute for the baccalaureate degree.

15 to 29 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

30 to 44 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

45 to 59 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

60 to 74 semester hours credit will substitute for four years of experience towards the baccalaureate degree.

75 to 89 semester hours credit will substitute for five years of experience towards the baccalaureate degree.

90 or more semester hours credit will substitute for six years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of six years full-time work experience. Candidates with 90 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree only.

#### NOTE:

Any college hours or degree must be from a school accredited by one of the following

regional accrediting bodies: the Middle States Association of Colleges and Schools; the New England Association of Schools and Colleges; the North Central Association of Colleges and Schools; the Northwest Commission on Colleges and Universities; The Southern Association of Colleges and Schools; the Western Association of Schools and Colleges.